JOB TITLE: DIGITAL LEARNING CONTENT DEVELOPER
REPORTS TO: DIGITAL LEARNING PROGRAMME MANAGER

Background

Cambridge Judge Business School is increasingly using digital learning tools and techniques to deliver its world class, exciting and innovative teaching. Growth in the use of these technologies for learning, teaching and assessment is expected to increase rapidly over the coming years as students increasingly expect and value such offerings as part of their educational experience.

The School’s Digital Learning team was established in 2016 to provide the school with a central function focused on the effective, systemic and scalable use of digital learning within the Business School to enhance current offerings and develop new opportunities. The team is composed of experienced professionals in learning design, learning platform management and digital media.

The role holder will join a team of creative and committed professionals, work closely with other content developers on projects and collaborate with colleagues from across the School including faculty, professional staff and students.

This role will sit within the School’s Digital Learning team and, working closely with the team and other digital media professionals, will focus on production of high quality digital content (primarily video and illustration) and quality assurance for the work of external agencies. The role holder will also support faculty and students in their creation of media content.

The role holder will work with colleagues to contribute to and realise the development of a post-production process and associated artefacts to required specifications. They will keep up-to-date with the role of media in the educational context and strive to improve their knowledge. The role holder will be part of a team of four staff and will work closely with faculty, programme directors and programme administrators across the department.

The role

The role holder will create and edit digital media for use in the context of creating engaging pedagogical digital learning materials (web based and classroom based) to be delivered through digital learning platforms and on the web. Working with colleagues from across the School and external providers. The role holder will ensure that learning materials produced are at a suitable technical and educational standard as agreed with the Digital Learning Programme Manager.

The role holder will also support faculty and students in their creation of media content by offering ad-hoc training for individuals and supporting documentation. The role holder will be a point of contact to external media production agencies engaged to produce digital learning materials for delivery through the School’s digital learning platform, advising on and assessing the technical quality of their work, where relevant.
MAIN RESPONSIBILITIES

To organise, setup and shoot engaging and effective media for use in the learning context

- This will involve booking rooms and arranging resources. Working with colleagues to develop effective treatments for media content that meet School branding and pedagogical guidelines.
- Direct and provide on set advice, guidance and coaching to individuals being recorded to ensure that media content and individuals are represented as well as possible and to agreed objectives. Elements include; scripting, posture, pacing and projection.

Post-production of content

- Manage the post-production process ensuring that raw digital media content (e.g. video, graphics and audio) is captured, tagged and stored correctly.
- Use industry standard editing tools such as; Adobe After Effects, Premiere, Audition, Illustrator and Photoshop to produce high quality digital media learning resources that are effective and meet high levels of professional and educational standards.

Provide input into content design and branding

- In conjunction with other members of the Digital Learning team and the Corporate Communications & Marketing team, adhere to media branding and post-production treatments for delivery on the digital learning platform that meet the requirements of School guidelines.

Manage a sustainable process for the storing of produced content

- Use defined tagging taxonomies. Store and archive content in a highly organised fashion that facilitates the use of content by others.

Attend meetings and provide input into wider strategy

- Through team meetings and appraisals, provide professionally-related insights and ideas that will in turn impact the School's digital learning strategy.

Support for the School's AV team

- Collaborate closely with the School's AV team and provide reasonable assistance to the team if necessary in agreement with their line manager.
- It is expected that the role holder will work with and draw upon the expertise of the School's AV team.

Professional development

- Actively look to develop new methods of video production that support the development of effective and efficient video content.

The person

The ideal candidate should have the following qualities, skills and attributes. You are asked to demonstrate how your own experience meets these requirements in the 'suitability for the role' section of the online application form.

- A recognised qualification in media production (HND or higher) or equivalent work experience.
- Membership of digital video trade body or networking group (desirable).
- Experience in developing digital video/media.
- Expert knowledge of industry standard video and media editing tools (ie. Adobe Premiere & After Effects).
• Experience of setting up professional video/media equipment for the production of high quality digital video/media production.
• Experience in supporting and coaching of presenters to produce the high quality output.
• Managing projects from inception to delivery.
• Demonstrable experience in designing video and graphic design from brief to delivery in a manner that delights stakeholders.
• Experience in developing sustainable and scalable working practices.
• Practical experience of uploading content to learning environments and other media channels (Vimeo, transcription services etc.).
• A high level of knowledge with multimedia development tools (Adobe Creative Cloud).
• A creative thinker who is able to think and work collaboratively across different perspectives and levels of experience.
• Able to work in a multi-disciplinary team.
• Able to convey technical concepts and ideas to non-technical people.
• Able to manage own workload and deliver projects on-time and to the required standards.
• Knowledge and interest of current and emerging trends in digital media.
• An interest in learning and education and an understanding of the General Data Protection Regulation.

Benefits

This is a full-time position working 36.5 hours per week. There will be a six-month probationary period. Holiday entitlement is 28 days per annum plus eight days of public holidays. The salary will be in the range £25,728-£29,799 per annum.

The full incremental salary range for the position is advertised in order to demonstrate the progression for the Grade. In the majority of cases appointments will be made at the Grade minimum; only in very specific exceptional circumstances can a higher salary be offered.

The University of Cambridge comprises more than 150 departments, faculties, schools and other institutions, plus a central administration and 31 independent and autonomous Colleges. It is one of the world’s oldest and most successful Universities, with an outstanding reputation for academic achievement and research.

With excellent benefits, extensive learning opportunities and a stimulating and attractive environment, the University of Cambridge is a great place to work. Our employees are eligible for a wide range of competitive benefits and services. We give them access to numerous discounts on shopping, health care, financial services and public transport. We also offer final salary pensions and tax-efficient bicycle and car lease schemes.

We have two nurseries and a holiday play scheme to help support those with childcare responsibilities and we offer various types of family-friendly leave to aid employees’ work-life balance. In addition we operate a number of initiatives to promote career development, health and well-being.

Further details can be found at www.admin.cam.ac.uk/offices/hr/staff/benefits. There is also a range of information about living and working in Cambridge at www.jobs.cam.ac.uk.

Application arrangements

To submit an application for this vacancy, please search for this position on the University’s Job Opportunities website at www.jobs.cam.ac.uk and click on the “Apply online” button at the bottom of the relevant job
description. This will route you to the University’s Web Recruitment System, where you will need to register an account (if you have not already) and log in before completing the online application form.

**The closing date for applications is Sunday 9 September.**

Applicants are required to provide details of two referees. These will not be contacted unless the applicant is shortlisted.

Equality of opportunity at the University

The University of Cambridge is committed to a proactive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture and values diversity. Entry into employment with the University is determined by personal merit and by the application of criteria required for the post. No applicant for an appointment or member of staff will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

The University has various diversity networks which help it to progress equality; these include the Women’s Staff Network, the Disabled Staff Network, the Black and Minority Ethnic Staff Network and the Lesbian, Gay, Bisexual and Transgender Staff Network. In addition, the University was ranked in the top 100 employers for lesbian, gay and bisexual (LGB) staff in Stonewall’s Workplace Equality Index 2011.

Information if you have a disability

The University welcomes applications from individuals with disabilities and is committed to ensuring fair treatment throughout the recruitment process. Adjustments will be made, wherever reasonable to do so, to enable applicants to compete to the best of their ability and, if successful, to assist them during their employment.

We encourage applicants to declare their disabilities in order that any special arrangements, particularly for the selection process, can be accommodated. Applicants or employees can declare a disability at any time.

Applicants wishing to discuss any special arrangements connected with their disability can, at any point in the recruitment process, contact, a member of Cambridge Judge Business School’s HR team who are responsible for recruitment to this position, on (01223) 768497 or by email on hr@jbs.cam.ac.uk. Alternatively, applicants can contact the HR Business Manager responsible for the department they are applying to via hrenquiries@admin.cam.ac.uk.